



JOB DESCRIPTION

The Education Achievement Authority of Michigan is a new statewide school system that will assume operation of the lowest 5 percent of performing schools in the state of Michigan that are not achieving satisfactory results on a redesign plan or that are under an Emergency Manager. It is designed to provide a new, stable, financially responsible set of public schools that create the conditions, supports, tools and resources under which teachers can help students make significant academic gains. It will first apply to underperforming schools in Detroit in the 2012–2013 school years and then be expanded to include low performing schools throughout Michigan.

JOB TITLE: Business, Finance, and Operations Generalist

REPORTS TO: Deputy Chancellor, Business, Fiscal/Affairs and Operations

SUMMARY

The Business, Finance, and Operations Generalist works with the Deputy Chancellor as a key member of the Operations team, responsible for day-to-day operations and financial matters of the department. Works closely with staff accountants and bookkeepers to promote oversight. Supports administrative staff. Oversees timely and economical procurement efforts. Ensures policy administration and record keeping for staff. Responsible for contract interpretation, administration and compliance procedures. Supports compliance efforts with all state and federal regulations and applicable laws. Recommends, plans and implements operations policies, objectives and activities consistent with EAA of Michigan's philosophy in order to ensure continuing procedures, maximize efficiency and effectiveness and to increase productivity.

PRIMARY RESPONSIBILITIES:

1. Assists in accounting procedures including ledger maintenance and pupil accounting procedures.
2. Coordinates all aspects of contract administration during the terms of the various vendor contracts.
3. Facilitates the development and coordination of RFP processes for external vendor contracts.
4. Supports the design, development and growth of a standards-based and performance driven Operations division to include collection, analysis and monitoring of multiple data bases as they pertain to the efficient operation of schools and the school system.
5. Supports human resource functions including administering payroll and benefits.
6. Reports to and serves as a liaison to various offices within the Michigan Department of Education.

EDUCATION

Position requires a bachelor degree in a related field or a combination of education and experience.

KNOWLEDGE AND SKILLS

Position requires training and experience in general office procedures, policies, and methods; knowledge in the use of office equipment, strong verbal and written communication skills; experience in dealing with the public; ability to use good judgment in the completion of a variety of work situations; ability to organize, multi-task, and plan work to meet deadlines; knowledge of computer programs including word processing and spreadsheets; ability to analyze data and provide recommendations; and notary public or ability to gain certification. Visibility requires maintaining a professional appearance and providing a positive company image to the public.

FILING DEADLINE: Posted until filled

SALARY: \$70,000 - \$75,000

LENGTH OF WORK YEAR: Twelve (12) Months

EFFECTIVE DATE: Immediately

METHOD OF APPLICATION: All interested candidates should submit a letter of application and current resume to:

Dr. Rebecca Lee-Gwin
Deputy Chancellor
Business/Fiscal Affairs and Operations
Education Achievement Authority of Michigan
3022 West Grand Boulevard, Suite 14-652
Detroit, Michigan 48202

By E-mail to: lee-gwinr@michigan.gov